

COMMUNITY RESOURCES SUITABLE FOR ELEMENTARY SCHOOL
FIELD TRIPS IN THE DES MOINES, IOWA AREA

A Field Report
Presented to
The School of Graduate Studies
Drake University

In Partial Fulfillment
of the Requirements for the Degree
Master of Science in Education

by
Patrick Woodrow Moran
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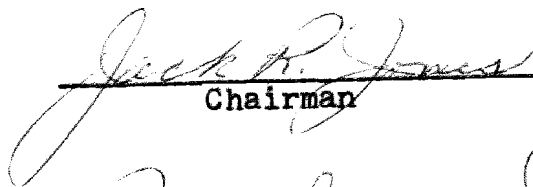
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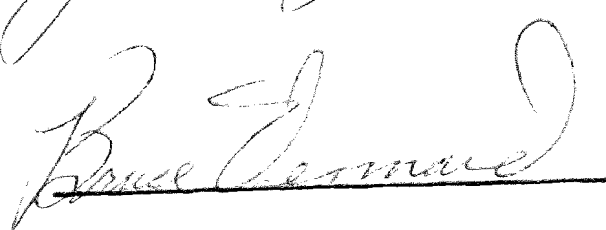
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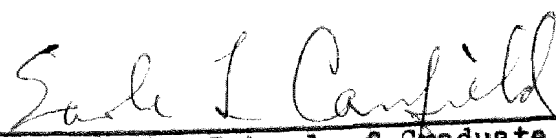
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Chapter I

INTRODUCTION

There is no greater fallacy in educational thinking than the belief that public education in a democracy should go on in classrooms isolated from the main currents of community life. The school and community are inseparable in the educative process.¹

Certainly at a time when schools are trying to develop more meaningful, more relevant curriculums for its' students, learning experiences outside of the classroom must receive greater and greater attention. J. D. McNeil states that if schools "are to prepare children realistically to live in this modern world"² the schools must utilize materials and experiences available outside of the classroom.

Not only is it necessary for the schools to use community resources to enrich and to supply meaning to the school program but also "to transmit to the students the feeling of 'living' in the community."³

¹Margaret Koopman, Utilizing the Local Environment (New York: Hinds, Hayden, and Eldridge, Inc., 1946), p. 5.

²John D. McNeil, Curriculum Administration: Principles and Techniques of Curriculum Development (New York: The Macmillan Company, 1965), p. 191.

³B. O. Sander, "Selected Community Resources for the West Marshall Elementary Schools," (Unpublished field report, Drake University, Des Moines, Iowa, 1963), p. 1.

If students are to think understandingly and critically about current issues in their community and about issues any other place on earth, they must be allowed to observe, to interpret and to evaluate what exists locally.¹

According to Helen Hefferman, "We are only beginning to be oriented to the vital educational possibilities outside of the classroom."²

I. THE PROBLEM

It is the purpose of the field study to (1) locate community resources in the Des Moines area which are suitable for field trips for the Des Moines elementary schools, and (2) organize these community resources into a guidebook for use by elementary schools.

II. IMPORTANCE OF THE PROBLEM

In our mobile society, communities have many new teachers in their schools each year. Most likely these teachers were advised in their college courses to use community resources. However, "New teachers just don't have

¹Herbert H. Gross, "Stronger Studies in the Intermediate Grades," Grade Teacher, LXXX (April, 1963), 104.

²Shirley A. Brehm, A Teachers Handbook for Study Outside the Classroom (Columbus, Ohio: Charles E. Merrill Publishing Company, 1969), p. 7.

the time to individually research the community for resources where there is not a resource guide available."¹

Jarolimek states: "If the teacher hopes to go beyond . . . incidental uses of community resources, some type of inventory must be made of the local community to identify various resources which can be used profitably in teaching."²

Cook and Cook write:

A substantial contribution to total school use of community resources can be made by developing a resource inventory. In every case where it has been completed, measured use of local agencies, speakers, etc., has increased. Often teachers want to do more in this field than their time and knowledge permit. Supplying them with needed information is an effective way of stimulating school wide thinking on resource needs.³

A manual of available resources is an invaluable guide to teachers in planning meaningful curriculum.⁴

Lamer notes the importance of resource manuals: "A well-organized guide is essential to assure the use of community resources effectively in classrooms since their potential has merely been tapped in communities where no listing exists."⁵

¹Ruth B. Lamer, "Community Resources Available to the Fourth Grade Teachers of the Ames Community Schools," (unpublished Field Study, Department of Education, Drake University, Des Moines, Iowa, 1969), p. 14.

²John Jarolimek, Social Studies in Elementary Education (New York: The MacMillan Company, 1971), p. 147.

³A Sociological Approach to Education, op. cit., p. 392.

⁴Ruth B. Lamer, op. cit., p. 20.

⁵Ibid.

III. DEFINITION OF TERMS

Community resources. The term community resources applies to anything in the community, persons, etc., that can be utilized by the schools in providing educational experiences for their students.

Elementary school. Elementary school, as defined by the Des Moines Independent Community Schools, is grades K-6.

Field trips. Field trips are "any organized excursion which is taken by pupils as an integral part of their academic work and primarily for educational purposes."¹

IV. LIMITATIONS OF THIS STUDY

This study was restricted to a survey of resources suitable for field trips for elementary students. The places surveyed were within the Des Moines city limits or in the areas adjacent to the city.

A further restriction was that selected resources must be able to allow school visitors during school hours.

Because of the size of the area surveyed, it was impossible to contact all possible resources. However, a conscious effort was made to have a few resources surveyed and listed in the manual for most curriculum areas. An example

¹Bob V. Bengtson, "Selected Community Resources for the Cedar Rapids Elementary Schools," (unpublished Field Study, Department of Education, Drake University, Des Moines, Iowa, 1963), p. 4.

was the selection and surveying of a few banks, hopefully representative of the banking industry in the Des Moines area. It is hoped that a teacher will contact resources other than those listed in the manual if such resources may be more meaningful to her students.

In order to be most effective, the resource list must be continually revised.

V. PROCEDURE

This study was prompted by a recognized need for a current list of the Des Moines area resources which would be suitable for elementary school field trips.

A review of current literature in the area of community resources was made.

Listing of community resources to be investigated as to suitability for elementary field trips were collected from the following sources: (1) teachers and administrators in the Des Moines schools, (2) a listing of bus trips taken by Des Moines elementary schools during 1968-1970, and (3) Des Moines telephone directory.

Those community resources to be surveyed were sent a questionnaire adapted from one developed by Dwyer;¹ an

¹Maxine B. Dwyer, "Community Resources Available for Teacher Use in the Elementary Schools of the Fort Dodge Community School District," (unpublished Field Study, Department of Education, Drake University, Des Moines, Iowa, 1965), p. 90.

introductory and explanatory letter also adapted from one developed by Dwyer accompanied each questionnaire.

In determining which resources to include in the manual, each questionnaire which was returned was subjected to the following seven questions developed by Wesley and Addams.

1. What is the nature of the resource?
2. Does it seem to have educational value?
3. Is it suitable for the elementary school child?
4. Is it particularly suitable for certain grade levels?
5. Is the time required to use the resource practical?
6. Is its distance from school or cost prohibitive?
7. Do the days and hours it is available coincide with the students' schedule?¹

The selected resources were organized alphabetically by subject area. The format for presenting selected resources was developed after review of elementary school trips manuals from:

1. County Guide for Hamilton, Webster, and Wright Counties, John O. Mecklenburg, Superintendent, 1969.
2. Omaha Public Schools, February, 1967.

¹Edgar Bruce Wesley and Mary A. Addams, Teaching Social Studies in Elementary Schools (Boston: D. C. Heath and Co., 1952), pp. 392-393.

3. Quad Cities, no date, Superintendent Harold Kaiser.
4. Sioux City, Superintendent Marvin Nodland, no date.
5. Waterloo Community Schools, 1970, George Hohl Superintendent.
6. Wichita Public Schools, May 1969.

Chapter II

REVIEW OF THE LITERATURE

This chapter will contain a review of literature concerned with the use of community resources, primarily those related to field or excursion trips, in elementary schools.

For some years educators have professed a firm belief that schools should develop programs which will provide relevant, meaningful, and life centered experiences for today's children. To provide such experiences, "the community must become an integral part of the school curriculum."¹

Much has been written which relates field trips to meaningful, life-centered experiences for students. Hunt stated in his article in "School Activities;" "The most meaningful learning experiences are often those which are gained first hand. One of the best ways for gaining experiences first-hand is to see things for yourself."²

"A basic principle of learning is that the child learns most effectively and completely by participating in worthwhile experiences that are real and meaningful to him."³

¹Ruth B. Lamer, op. cit., p. 8.

²Burl Hunt, "Making a Guide for Community Resources and Resource Persons," School Activities, XXXII (April, 1961), p. 247.

³Bob V. Bengston, op. cit., p. 8.

"Learning takes place most effectively through direct experience--beginning with concrete activities and letting useful abstractions follow."¹

With the knowledge of the importance of experiencing to learning, it is unfortunate that Dutton observes:

Although the community is a rich laboratory for the study of man and his activities, the modern child has far less opportunity to share in these activities than did the children in simpler, handicraft societies. Many doors are closed to the modern child, and the value and significance² of numerous activities are hidden from his sight.

Dieleman states:

There is no greater fallacy in educational thinking than the belief that public education in a democracy should go on in classrooms isolated from the main currents of community life. The school and community are inseparable in the educative process.³

Hammerman points out the increasing importance of first hand or direct learning in his book Teaching in the Outdoors: "As contemporary curriculum tends continually toward an emphasis on abstract knowledge, the need for

¹Julian W. Smith, Outdoor Education (Washington, D.C.: American Association for Health, Physical Education and Recreation, 1956), p. 6.

²Wilbur Dutton and John A. Hackett, The Modern Elementary School (New York: Rinehart and Co., Inc., 1959), p. 314.

³Barbara V. Dieleman, "Development of a Guidebook of Community Resources for the Pella Community Schools," (unpublished Field Study, Department of Education, Drake University, Des Moines, Iowa, 1961), p. 8.

holding onto concrete learning becomes increasingly important."¹

If a learner is to be provided with meaningful experiences he must enter the community. The everyday life of the children should be "made an actual part of their instruction. Learning and living converge to provide worthwhile knowledge that will aid in meeting the ever-present problems of a changing society."²

"There are many kinds of experiences needed by children in the elementary grades which can be provided more effectively by field trips than by other means."³

Field trips are one of the oldest teaching techniques. "The field trip was a favorite teaching-tool of such ancient philosophers as Plato, Socrates, and others."⁴

Not only does the use of the community offer excellent learning experiences, but it also "offers the school an

¹Donald Hammerman and William Hammerman, Teaching in the Outdoors, (Minneapolis, Minn.: Burgess Publishing Co., 1964), p. 1.

²Maurice P. Moffatt and Hazel W. Howell, Elementary Social Studies Instruction (New York: Longmans, Green and Co., 1952), p. 329.

³Marshall C. Jameson and William Vernon Hicks, Elementary School Curriculum (New York: American Book Company, 1960), pp. 111-112.

⁴Burl Hunt, op. cit., p. 247.

excellent opportunity to build better relationships with the public."¹

"Effective use of community resources is one of the best ways of communicating with the community and building sound school-community relations."²

Otto states:

The use of community resources is an effective communicating technique for two reasons. In the first place, it provides an opportunity for two-way communications. An interaction between pupils, teachers, and the resource personnel develops. The resource person and those in the school are given the opportunity to share an understanding of each other. The visitor gains more understanding of what the school is trying to do as well as some of its limitations. Secondly, the fact that the resource person gives of his time and energy to the school tends to make him its partner. His participation breeds commitment. This increased understanding and commitment is likely to lead him to become an ambassador of goodwill for the school as he contacts others in the community.³

The public is becoming increasingly concerned about the mounting costs of education. Making use of resources in the community provides an effective inexpensive aspect of a school program. Morphet, Johns, and Reller stated:

Fortunately environmental materials cost little or no money. Every community has a great variety of environmental materials. . . the industries, governmental agencies, the historical landmarks, the farms,

¹Ruth B. Lamer, op. cit., p. 12.

²Henry J. Otto and David C. Sanders, Elementary School Organization and Administration (New York: Appleton-Century-Crofts, 1964), p. 286.

³Ibid.

the water, the mountains, and many other elements of our environment¹ present rich learning experiences for pupils. . . ."

After reviewing the literature, it becomes quite apparent that the use of resources in the community can play an important part in making a meaningful, effective school program. However, indiscriminate and increased use of field trips for the sole sake of taking trips "would be as great an educational fallacy as that of making no use of them at all."²

Criteria to help schools use in selecting resources for inclusion in a field trips manual or handbook is given by Olsen:

Any community experience is worthwhile only if it contributes in greater degree than would otherwise be likely to the educational growth of youth and to improvement of the community. Four general admonitions are in order whenever it is proposed to utilize the community as a field laboratory: (1) Use of the community only when there are good aprior reasons to believe that it provides a better sort of learning experience than could be moulded within the four walls of a school. (2) Use the community only when the time available is adequate to permit advance planning and latter follow-up of the experience. (3) Use the community only if the group is small enough to permit effective learning by all pupils at all times. (4) Use the community for field studies only when it would be less effective to bring the community to the school through the medium of documentary materials, audio-visual aids, and resource visitors.³

¹Edgar L. Morphet, Roe L. Johns and Theodore L. Reller, Educational Administration: Concepts, Practices, and Issues (Englewood Cliffs, New Jersey: Prentice-Hall Inc., 1959), p. 403.

²Edward G. Olsen, School and Community (New York: Prentice-Hall, Inc., 1954), pp. 121-122.

³Ibid.

After a school system has screened possible resources suitable for field trips, it must be the responsibility of the classroom teacher to select those resources which would be most meaningful to her students and which would best meet the need and interests of her students.

Olsen has offered criteria for use by the classroom teacher in selecting field trips appropriate to her students. These criteria are designed to be used as a guide not as a final set of standards.

1. Can the project be related to the present living experiences of boys and girls?
2. Does the activity contribute to the development of needed skills, habits, ideals, outlooks and abilities?
3. Does the activity promote critical thinking?
4. Is the experience consistent with the maturity level of the children?
5. Does it provide for differences in abilities and interests?
6. May the students share in planning and evaluating the program?
7. Does the activity lead to a desire to participate actively in community life, rather than withdraw from it?
8. Does the project stimulate awareness of our need to improve human relations?
9. Does it permit the student to assume realistic citizenship responsibilities?
10. Does the activity cultivate a disposition to act for the general welfare?¹

"The utilization of community resources has many related values. Pupils become aware that school work is significant and practical since it is coordinated with the

¹Ibid., p. 123.

life they know. Students become awakened to the world of adult life."¹

Olsen sums up the feeling of many toward the use of community resources: "'The World is Your Classroom' will one day be the slogan not of the travel agencies but of the school administrations."²

¹Maxine B. Dwyer, op. cit., p. 16.

²Edward G. Olsen, op. cit., p. 167.

Chapter III

DIRECTORY OF COMMUNITY RESOURCES

1. FORWARD

This chapter contains community resources suitable for field trips for elementary students in the Des Moines Schools.

All resources given are within or adjacent to the city of Des Moines. The directory contains information to aid in the understanding of the resource and to aid in enriching the curriculum.

The resource directory was divided into 7 areas:

- Arithmetic
- Fine Arts
- Health
- Language Arts
- Recreation
- Science
- Social Studies

Resources were placed alphabetically in major areas according to the areas toward which contribution could best be made. In several cases a resource was placed in more than one area.

Because this guide was designed to be kept current with necessary additions and deletions yearly, the resource guide was not paged.

2. RESOURCE MANUAL

ARITHMETIC

I. Des Moines Area Community College

Person to Contact: Mrs. Mary Deuel

Address: 2006 Ankeny Blvd., Ankeny, Iowa

Telephone: 964-0651

Times for visit: 10:00-12:00 or 1:00-2:30

Advance Notice: prefer two weeks

Ages: grades 4-6

Size of group: up to 30 students

Particular cautions: stay together in group; stay
away from machines

Special vocabulary: brief orientation before tour

Drinking, toilet facilities: Yes

What may be observed:

Laboratory and shop areas in a wide variety of
vocational and technical fields, from accounting
and computer programming to welding.

See equipment in operation.

Develop some understanding of opportunities and
requirements in various fields.

II. East Des Moines National Bank

Person to Contact: Mr. Tom Bachman, Executive Vice
President

Address: Eastgate Shopping Center, E 14th & Euclid Ave.

Telephone: 265-1431

Times for visit: Wednesday or Thursday and in afternoon

Advance notice: One week

Ages: all grades

Size of group: one class at a time

Particular cautions: none

Special vocabulary: none

Drinking, toilet facilities: Yes

What may be observed:

Complete operation of bank from New Account opening, teller window operation, bookkeeping department, timed vault, installment loan department.

III. First Federal State Bank

Person to Contact: Donna Griffin

Address: 24th & University

Telephone: 277-6441

Times for visit: any time

Advance notice: one day

Ages: all grades

Size of group: 30 or less

Particular cautions: none

Special vocabulary: teller, deposit, vault, checks,
loans

Drinking, toilet facilities: Yes

What may be observed:

Vault, teller area and equipment, drive-in facilities, micro-film equipment.

IV. General United Life Insurance Company

Person to Contact: Walter J. Hughes, Asst. Vice
President--Personnel

Address: 1400 50th Street, West Des Moines, Iowa

Telephone: 274-3561

Times for visit: early afternoon

Advance notice: one week, if possible

Ages: all grades

Size of group: 20-30-

Particular cautions: no safety hazards involved

Special vocabulary: none

Drinking, toilet facilities: Yes

What may be observed:

Basic office procedures - clerical functions

Computer operations - keypunch

Printing - full line print shop

The operation of one of the newest buildings in
the Des Moines area

Comments:

We would like to provide some refreshments for
the children in our cafeteria if the date of
the visit and the number of children involved
could be given to us.

V. Iowa-Des Moines National Bank

Person to Contact: Will C. Smith

Address: 6th & Walnut

Telephone: 284-8686

Times for visit: Wednesday or Thursday mornings

Advance notice: one week

Ages: all grades

Size of group: 12-20

Particular cautions: No special problems other than
having children under control in customer
relations areas.

Special vocabulary: necessary information will be
given by our guides after arrival

Drinking, toilet facilities: Yes--most floors

What may be observed: Checking processing
Cash vault
Computer operations

VI. Northwest Des Moines National Bank

Person to contact: W. H. Withey

Address: 2805 Beaver, Des Moines, Iowa

Telephone: 279-3693

Times for visit: after 2:30 p.m. or before 9:30 a.m.

Advance notice: one week

Ages: No kindergarten classes

Size of group: 30

Particular cautions: none

Special vocabulary: none

Drinking, toilet facilities: Yes

What may be observed: General banking operations

VII. South Des Moines National Bank

Person to contact: Mrs. Janice L. Bradley

Address: S.W. 9th & McKinley

Telephone: 285-1450

Times for visit: 10:00 a.m. to 11:30 a.m. or
1:30 p.m. to 3:30 p.m.

Advance notice: a week

Ages: all grades

Size of group: 10 or less during business hours,
larger groups after 2:30.

Particular cautions: none

Special vocabulary: none

Drinking, toilet facilities: Yes

What may be observed: Vault and safety deposit boxes
Teller windows
Bookkeeping department

FINE ARTS

I. Des Moines Art Center

Person to contact: Mrs. Alice Hollander
or Mrs. Margaret Buckley

Address: Greenwood Park, Des Moines, Iowa

Telephone: 277-4405

Times for visit: Tues.-Fri. 10:30, 1:00, or 2:00

Advance notice: two weeks in writing

Ages: all grades

Size of group: 15-30

Particular caution: none

Special vocabulary: none

Drinking, toilet facilities: Yes

What may be observed: General building tour
or
Painting tour
or
Sculpture tour

II. St. John's Lutheran Church

Person to contact: Mr. Lorin Hansen, Parish Administrator

Address: Sixth and Keosauqua Way

Telephone: 243-7691

Times for visit: anytime except Saturday

Advance notice: several days if possible

Ages: all grades

Size of group: more than thirty would require several
staff people as tour leaders.

Particular cautions: none

Special vocabulary: none

Drinking, toilet facilities: Yes

What may be observed: arrangements can be made to have one of the pastors present information regarding the Lutheran faith, reformation, or other aspects of christianity.

III. Westminister United Presbyterian Church

Person to contact: The Reverend William J. Weber

Address: Beaver and Franklin

Telephone: 274-1534

Times for visit: mornings

Advance notice: two or three days

Ages: probably more interesting to grades three to six

Size of group: 30

Particular cautions: group should stay together

Special vocabulary: this can be handled during the tour of the buildings

Drinking, toilet facilities: adequate

What may be observed:

Art objects, i.e., sculpt metal, wood carvings, oils, etc.

A wall map, 10' x 40' of the Biblical World, hand painted

Educational Resource Center

Stained Glass

Map of the History of the Presbyterian Church

Log Cabin Scout Room

HEALTH

I. Broadlawns Polk County Hospital School of Nursing

Person to contact: Rebecca Sumers, Recruiter

Address: 18th and Hickman Rd., Des Moines, Iowa 50314

Telephone: 283-2061, ext. 319

Times for visit:

Advance notice: 2 weeks

Ages:

Size of group:

Particular cautions:

Special vocabulary:

Drinking, toilet facilities:

What may be observed: Would be available to visit your schools and tell how a hospital functions within a society and give information about all hospital careers.

Could be adapted for all ages.

Comments: For your students of fourth grade level and above, I can bring a slide presentation for their viewing. But, I do believe that a hospital presentation could be of interest to even your first graders. I hope that this will aid you in your planning.

II. Dahl's -- 9 locations

Person to contact: Mr. Arthur Cox or secretary

Address: Office--3425 Ingersoll Avenue

Telephone: 277-4491

Times for visit: Monday-Thursday 10:00 a.m. to noon
1:00 p.m. to 3:00 p.m.

Advance notice: one week

Ages: all grades

Size of group: 20-30

Particular cautions: none

Special vocabulary: no

Drinking, toilet facilities: Yes

What may be observed:

The entire store, including bakery, delicatessen, produce department, meat department, luncheonette and the storage areas.

We would recommend especially our newest stores: 3710 Hubbell, 6200 S.E. 14th, but tours at any of the stores are welcome

III. Iowa Commission for the Blind

Person to contact: Miss Lewis or Mrs. Henderson

Address: 524 Fourth Street, Des Moines, Iowa

Telephone: 283-2601

Times for Visit: Weekdays 8:30-10:30 and 1:00-3:30
(tours usually last about 1½ hours)

Advance notice: because we have requests for so many tours, as much advance notice as possible is desirable. However, in many cases 2-3 days would be sufficient.

Ages: Usually children from the age of 7 or 8 will gain more from the tours.

Size of group: any size

Particular cautions: none

Special vocabulary: none

Drinking, toilet facilities: Yes

What may be observed:

Blind adults in classroom settings (Braille, typing, home economics ship. travel)

Library which contains books in Braille, on talking book, tape and large print.

Demonstrations are made in all classrooms. (How to read Braille, how to write Braille, etc.)

We also have persons available to speak to groups outside our building.

IV. Iowa Lutheran Hospital

Person to contact: Mrs. Dorothy Campney, Director of Special Services

Address: 716 Parnell, Des Moines, Iowa 50316

Telephone: 283-5612

Times for visit: Wednesday 1:00 - 2:30 p.m.

Advance notice: approximately 2 weeks

Ages: 1st grade though any child scheduled for surgery is welcome

Size of group: 25-30

Particular cautions: none

Special vocabulary: none

Drinking, toilet facilities: yes

What may be observed:

The main objective of our Pediatric Orientation Program is to orient the child to what he will experience in a hospital situation thereby minimizing the fear, anxiety and traumatic experiences usually associated with hospitalization.

The program consists of role playing, instituted to explain what hospitalization involved from admission to the time of discharge. Appropriate dress is used as well as "child geared" terminology. The children see and become familiar with the use of all customary hospital equipment plus that used by the laboratory, x-ray, and surgical departments.

Comments: We would appreciate it if the children could have their first names on name tags.

V. Iowa Methodist Hospital

Person to contact: Robert Black, Public Relations
Director

Address: 1200 Pleasant St., Des Moines, Iowa

Telephone: 282-6302

Times for visit:

Advance notice:

Ages:

Size of group: 15 at most, split up if more.

Particular cautions: check out with Mr. Simpson

Special vocabulary: check out with Mr. Simpson

Drinking, toilet facilities: Yes

What may be observed: There is very little we could show to elementary school students at Iowa Methodist Hospital. In some cases, I think the United Heart Station has been made available to 6th graders. I would suggest you call the Heart Station about this - 283-6284 ask for Mr. Simpson.

VI. Mercy Hospital

Person to contact: Bob Campbell

Address: 6th and University

Telephone: 284-3383

Times for visit: weekday mornings, usually 9:30-10:30

Advance notice: one week

Ages: grades 2 - up

Size of group: Maximum 25

Particular cautions: none

Special vocabulary: the need to move quietly through the hospital is important. Some advance orientation about general health care, such as roles of doctors, nurses, aides, technicians might help.

Drinking, toilet facilities: Yes--fountains and restrooms throughout the hospital.

What may be observed:

All public areas, plus physical therapy, lab, x-ray, a nursing station, technical services (EKG, EEG, etc.), chapel, and possibly pediatrics.

LANGUAGE ARTS

I. Public Library of Des Moines, East Side Branch

Person to contact: Call branch to make arrangements

Address: 2559 Hubbell

Telephone: 283-4942

Times for visit: anytime during school hours

Advance notice: one week

Ages: none

Size of group: one or two classrooms at a time

Particular cautions: none

Special vocabulary: none

Drinking, toilet facilities: Yes

What may be observed:

1. Tour of library that includes the juvenile area and adult area with explanation as to where materials are located and how they may be found.
2. Detailed explanation of how to use the library is given for older grades (4-6): i.e., use of the card catalog, Reader's Guide to Periodical Literature, etc.
3. A story will be provided for lower grades (K-4).

II. Highland Park Branch of Des Moines Public Library

Person to contact: Mrs. Kavanagh or Mrs. Clayburn

Address: 3516 5th Street

Telephone: 283-4941

Times for visit: AM between 9:30 and 12:00
Monday through Thursday

Advance notice: 1 week

Ages: all grades; older children benefit more from
visit to a large regional branch

Size of group: 20 - space is quite limited.

Particular cautions: none

Special vocabulary: Pre-instruction in the use of card
catalog for 4th grade and up would enable children
to follow through on some research.

Drinking, toilet facilities: none

What may be observed: Library usage through catalog,
periodical index and simple reference tools.
Younger children can see the library and learn
the location of books suited to their age.

III. Lincoln Heights Branch Library

Person to contact: Mrs. Kavanagh or Mrs. Roberts

Address: 3516 S.W. 9th Street

Telephone: 283-4940

Times for visit: 9:30-12:00 Monday-Thursday

Advance notice: ten days

Ages: All--however, large regional branches have more
to offer older students.

Size of group: 20

Particular cautions: none

Special vocabulary: 4th grade and up should have some pre-instruction in use of card catalog and some project to research.

Drinking, toilet facilities: none

What might be observed: the tools of simple research and location materials.

Comments: parking is very limited.

IV. Westside Branch Library

Person to contact: Westside Library or Lois B. Braun

Address: 5000 Franklin

Telephone: 283-4271

Times for visit: Weekdays 10:00 to 12:00 and 2:00 to 3:30. Some time changes can be arranged if librarians' schedules allow.

Advance notice: at least two weeks.

Ages: all grades

Size of group: 30-40 including adults

Particular cautions: none

Special vocabulary: the teacher should have given them some advance information in regard to libraries and their purposes. It is useful for fifth and sixth graders to have a definite research project, so that use of the library can be demonstrated. The librarian in charge should know the nature of this in advance.

Drinking, toilet facilities: Yes

What may be observed:

A view of the Branch Library--book collections, services, etc., with concentration on the juvenile department. If desired, a short explanation of the card catalog and how to use the library will be given.

Time should be allowed for the children to select book to take home. We would like for them to bring library cards if they have them or to receive application forms for library cards if they do not have them. The library wished to encourage the school children within the area to make regular use of the library.

If requested in advance, a librarian will read a story to kindergartners and first graders.

RECREATION

I. Air-Lanes Bowl

Person to contact: Bill Freel

Address: 4200 Fleur Drive

Telephone: 285-8632

Times for visit: Monday and Tuesday

Advance notice: two or three days

Ages: all grades

Size of group: open

Particular cautions: none

Special vocabulary: none

Drinking, toilet facilities: Yes

What may be observed: the operation of a bowling machine and the general make-up on what it takes to make a bowling game.

II. Terrace Roller Rink

Person to contact: Russell or Nelda Knapp

Address: 2401 Hickman Road

Telephone: 279-6395

Times for visit: prefer afternoon but morning possible

Advance notice: one week if possible

Ages: all grades

Size of group: any size

Particular cautions: none

Special vocabulary: none

Drinking, toilet facilities: yes

What may be observed:

Demonstration of roller skating skills: Figure skating, dance skating, free style, speed.

Safety rules for roller skating and safety features of the building and equipment.

Plastic floor: how plastic is applied (no demonstration possible), cleaning and care of floor.

Lighting system: black lights fluorescents, glass ball with colored reflectors, emergency lights.

Sound system: microphone, records record turn table, speaker.

Roller skates: materials and care.

Heating and air conditioning: use of air conditioning for humidity.

Snack bar equipment: use, care and cleaning.

Consecutively numbered tickets: how to keep records.

SCIENCE

I. Aviation Department--Des Moines Technical High School

Person to contact: Harold Lossner or Russ Wiles

Address: E. 18th and Euclid Avenue

Telephone: 266-7038

Times for Visit: Monday-Friday 8:00-10:30 a.m.
12:30- 2:30 p.m.

Advance notice: two days

Ages: 6th grade

Size of group: no maximum

Particular cautions: we will furnish student guides

Special vocabulary: This would be a good experience
after their unit in the 6th grade regarding
aviation and aerospace.

Drinking, toilet facilities: toilet facilities, boys
only

What may be observed:

Airfoils--wind tunnel--jet engines--helicopter
miscellaneous aircraft and engines in process
of major overhauls prior to returning the
aircraft to flying status.

II. Bellas-Hess Ardan

Person to contact: Assistant Store Manager

Address: 4100 Merle Hay Road

Telephone: 276-4511

Times for Visit: morning 10-12

Advance notice: 2 days

Ages: all grades

Size of group:

Particular cautions: none

Special vocabulary: none

Drinking, toilet facilities: Yes

What may be observed: Pet department

III. Des Moines Area Community College

Person to contact: Mrs. Mary Deuel

Address: 2006 Ankeny Blvd., Ankeny, Iowa

Telephone: 964-0651

Times for visit: 10:00-12:00 a.m. or 1:00-2:30 p.m.

Advance notice: prefer two weeks, can be less

Ages: grades 4-6--upper elementary will benefit most

Size of group: up to 30 students

Particular cautions: Need to stay together closely, to hear guide and for safety. Stay away from all machines.

Special vocabulary: Helpful if students have some basic information about the college, though we like to have the group together for a brief orientation prior to the tour.

Drinking, toilet facilities: Yes

What may be observed: Laboratory and shop areas in a wide variety of vocational and technical field, from accounting and computer programming to welding

See equipment in operation

Develop some understanding of opportunities and requirements in the various fields.

IV. Des Moines Center of Science and Industry

Person to contact: Cheral Nothwehr

Address: 4500 Grand Ave., Greenwood Ashworth Park

Telephone: 274-4138

Times for visit: 9:30 a.m. and 1:00 p.m. Monday-Friday

Advance notice: at least two weeks

Ages: 3rd through 12th grades

Size of Group: Maximum 75 students

Particular cautions: none

Special vocabulary: After a tour of the Center has been scheduled, a teacher will receive lecture outlines and vocabulary on the material the students will be exposed to.

Drinking, toilet facilities: 12 toilets and two fountains

What may be observed:

The tour of Science Center facilities is divided into two parts. Part one in a one-half hour planetarium lecture, written for particular grade levels. The subject matter covered corresponds with existing curriculum. The students will see our night sky as it would appear under the best viewing conditions. For additional information, lecture outline, vocabulary, etc., contact Mr. Bruce Hanna, Educational Co-ordinator.

After the Planetarium, students are conducted, by trained tour guides, on a tour of exhibits at the Science Center. These exhibits are all educationally orientated and cover a wide range of scientific principles and discoveries.

V. Des Moines Municipal Greenhouse

Person to contact: Robert Dickinson or who answers phone

Address: 1538 2nd Avenue

Telephone: 283-4148

Times for visit: March-April-May-Last week of October-
First 2 weeks of November.

Advance notice: 2 weeks

Ages: all grades

Size of group: 30-50 at one time

Particular cautions: no running or touching plants

Special vocabulary: none

Drinking, toilet facilities: Yes

What may be observed:

Tropical plants from all over the world
Orchids, bananas, coffee, oranges, figs, lemon,
vanilla, etc.

Desert plants--cacti and succulents

Seeding, propagation, transplanting

Spring flower show--fall chrysanthemum show

VI. Des Moines Water Works

Person to contact: William Boller or any laboratory
personnel

Address: 1003 Locust Street--Plant on Fleur Drive

Telephone: 288-2281

Times for visit: Monday through Friday 8:00 a.m. to
4:00 p.m.

Advance notice: one day--during April and May when many
groups are coming through the plant more time
would be required in order to get a specific time
or date.

Ages: all grades

Size of groups: not more than 50, if necessary larger groups could be handled.

Particular cautions: none

Special vocabulary: none

Drinking, toilet facilities: Yes

What may be observed:

Explanation of water treatment, with pictures, diagrams, etc.

Pumping and water treatment equipment.

Laboratory work, including bacterial analysis of the water.

Backwashing of filter and tour of filter plant

In season various flowers and plants are grown in the grounds

Booklets about our plant and water treatment are available.

VII. Drake University

Person to contact: Carl R. Busch

Address: 26th and University

Telephone: 271-3750

Times for visit: any morning or afternoon

Advance notice: two days

Ages: all grades

Size of Group: 50 in Old Main, 25 in Harvey Ingham preferred since the exhibit is in the hall.

Particular cautions: groups should be properly supervised so there is no danger of breaking the glass in showcases.

Special vocabulary: For Old Main, chemical symbols, something on crystals, economic values would make the trip more interesting. The physical properties exhibit in Harvey Ingham would be more interesting if the student knew the importance of physical properties for identification purposes, and a good understanding of luster, and crystal formation of some minerals.

Drinking, toilet facilities: Women, 3rd floor of Old Main and 2nd floor of Harvey Ingham--Men, bottom floor of Old Main and 1st and 3rd floor of Harvey Ingham.

What may be observed:

A chemical classification of minerals, located in Old Main, 26th and University.

Physical properties of minerals illustrated in a show case on the first floor of Harvey Ingham Hall of Science, 28th and Forest.

VIII. John Deere Des Moines Works

Person to contact: Barbara Blize, Personnel Department

Address: Box 1595 Des Moines, Iowa

Telephone: 283-3968

Times for visit: 9:00 a.m. or 1:00 p.m. Monday through Friday

Advance notice: one week

Ages: must be 12 years of age

Size of group: total size not important. All groups broken down in sub-groups of 15 for each tour guide.

Particular cautions: safety precautions stressed, participants should wear hard-soled shoes.

Special vocabulary: Introductory terminology in manufacturing, agricultural business, and the importance of agriculture in today's society.

Drinking, toilet facilities: Yes

What may be observed:

1. Slide presentation and general orientation to products manufactured, and company history.
2. Opportunity to observe manufacturing process from raw materials to finished products, i.e., part fabrication, assembly work, painting, warehousing, and shipping operations.

IX. Leachman Lumber Company

Person to contact: John D. Leachman

Address: 1921 Hubbell Avenue

Telephone: 265-1621

Times for visit: Afternoons

Advance notice: two weeks

Ages: all grades

Size of group: no difference

Particular cautions: none

Special vocabulary: none

Drinking, toilet facilities: Yes

What may be observed:

Lumber and building materials used in the construction of homes and buildings, remodeling, etc.

X. Polk County Conservation - Easter Lake

Person to contact: Richard Adams

Address: 2830 S.E. 52nd Avenue

Telephone: 285-7612

Times for visit: April--weekday afternoons

Advance notice: 2 weeks

Ages: 4-6 preferable--K-3 possible

Size of group: 20-25

Particular cautions: should wear pants--noxious and poisonous weeds are present.

Special vocabulary: some environmental concepts are desirable (balance of nature) but most terms and concepts could be explained by me.

Drinking, toilet facilities: Toilet facilities present; drinking water inadequate.

What may be observed:

Park consists of:

1. 220 acre lake
2. Owens covered bridge built in 1880
3. A small amount of wild life
4. A fairly undeveloped wooded area.

XI. Townsend Engineering Company

Person to contact: Mr. Paul Brockett or Miss Jan Hall

Address: 2425 Hubbell

Telephone: 266-1178

Times for visit: mornings

Advance notice: one week

Ages: no limitations, although the younger children seem to get more out of it.

Size of group: around 30

Particular cautions: please provide ample adult supervision (one adult for every 7 or 8).

Special vocabulary: It is helpful if the teacher can tell the children something about Africa and animals they will see, as we do not have a "guided tour" as such.

Drinking, toilet facilities: none for public use.

What may be observed:

Mounted trophies of many African animals such as hippo, rhino, leopard, water buffalo, and all species of antelope. Also, elephant tusks, lion and zebra rugs, etc.

Ours is a small office, and this trophy room was originally built to house Mr. Townsend's personal collection, and was not intended as a public display. Many people have heard about it, however, and anyone is welcome to come in and look around, but we cannot provide guides or supervision of any kind.

XII. University Aquarium

Person to contact: Mr. Dean Loudermilk

Address: 1206 Fifth Avenue

Telephone: 282-1091

Times for visit: 10 a.m. to 2 p.m.

Advance notice: one week

Ages: all grades

Size of group: 15-18 exceptions can be made

Particular cautions: Do not handle merchandise. Do not touch glass of aquariums. Do not go into Chimpanzee room or pound on window.

Special vocabulary: The list of things to be observed is listed below. Teachers can judge accordingly.

Drinking, toilet facilities: If necessary

What may be observed:

1. feeding and antics of baby Chimpanzee
2. Turtles
3. Gerbils
4. Tropical fish
5. Salt water fish

XIII. Whitey's Rock & Gem Shop

Person to contact: Mr. & Mrs. E. Storesund or Merwyn

Address: 4539 Douglas

Telephone: 276-4351

Times for visit: 1:00 to 4:00 p.m. or evening appointment Monday, Thursday, Friday.

Advance notice: 3 days

Ages: all

Size of group: 15-20

Particular cautions: That they do not handle any crystals unless given permission by owner.

Special vocabulary: Must stay together as we show our display

Drinking, toilet facilities: none

What may be observed:

Rocks from around the world.
Specimens from every state in union.
Machinery we use in cutting and polishing rock.
Rock in the rough and then the same rock when finished or in jewelry.
Rocks and jewelry can be purchased if so desired.

SOCIAL STUDIES

I. Anderson-Erickson Dairy

Person to contact: Norman J. Dostal, Director of
Quality Control

Address: 2229 Hubbell Avenue

Telephone: 265-2521

Times for visit: Between the hours of 9:30 a.m. and
noon, and between the hours of 1:00 and 3:30 p.m.
Mondays, Tuesdays, Thursdays and Fridays.

Advance notice: at least two weeks with confirmed date
and time.

Ages: no strict limitations, but we suggest 1st grade
or above for interest sake.

Size of group: 1-50 preferable less than 25 however.

Particular cautions: Good adult supervision to keep
children under control and away from machines.

Special vocabulary: The process or reason for milk
pasteurization; also, an understanding of the
following words: pasteurized; raw (as concerned
with milk); homogenized.

Drinking, toilet facilities: Yes

What may be observed:

Milk from the point of delivery to plant by farm
bulk pick-up truck to filled carton ready to go
to the store or home. In this tour will be seen
the filling equipment, the receiving and storing
tanks, and the pasteurizing and homogenizing
equipment. Also, cottage cheese making and
packaging; also kip and yogurt packaging.
Quality control laboratory and equipment (also
along with a bacterial growth plating demonstra-
tion).

II. Aviation Department - Des Moines Technical High School

Person to contact: Harold Lossner or Russ Wiles

Address: E. 18th and Euclid Avenue

Telephone: 266-7038

Times for visit: Monday through Friday 8:00 a.m. -
10:30 a.m., 12:30 - 2:30 p.m.

Advance notice: two days

Ages: 6th grade

Size of group: no maximum

Particular cautions: we will furnish student guides

Special vocabulary: This would be a good experience
after their unit in the 6th grade regarding
aviation and aerospace.

Drinking, toilet facilities: Yes, for boys only

What may be observed:

Airfoild - wind tunnel - jet engines - helicopter
miscellaneous aircraft and engines in process of
major overhauls prior to returning the aircraft
to flying status.

III. Bellas-Hess Ardan

Person to contact: Assistant store manager

Address: 4100 Merle Hay Road

Telephone: 276-4511

Times for visit: Morning 10-12

Advance notice: 2 days

Ages: all grades

Size of group:

Particular cautions: none

Special vocabulary: none

Drinking, toilet facilities: Yes

What may be observed: Pet department

IV. CAN-TEX INDUSTRIES - Brick & Tile Division

Person to contact: Mr. Drake or Mr. Hill

Address: 4400 N. Harding Rd.

Telephone: 255-2167

Times for visit: Day only 9 a.m. to 2 p.m.

Advance notice: two weeks

Ages: minimum grade 3rd

Size of group: maximum 35 with two adults

Particular cautions: group must be under complete
control

Special vocabulary: none

Drinking, toilet facilities: None

What may be observed:

Manufacture of brick

V. City of Des Moines

Person to contact: Charles Morrison, Adm. Assistant to
City Manager

Address: City Hall

Telephone: 283-4141

Times for visit: Monday-Friday 8:00 a.m. to 5:00 p.m.
except Council meetings

Advance notice: one week notice is desirable

Ages: no age limit

Size of group: normal class size

Particular cautions: none

Special vocabulary: Class talking about City Government
to promote thought and lay groundwork for questions.

Drinking, toilet facilities: Yes

What may be observed:

1. Council meetings on Monday evenings
2. City Hall
3. Police Department

VI. Coco-Cola Bottling Company of Iowa

Person to contact: Phyllis Keesler or Mr. Dick Kincaid

Address: 4021 Fleur Drive

Telephone: 285-8552

Times for visit: Tuesdays between 9:00 - 11:00 a.m.

Advance notice: appointments are made on first come-
first served basis. One month generally sufficient.

Ages: all grades--however, would assume most
interesting to third grade and up.

Size of group: 20-25

Particular cautions: children should be well supervised due to the automation involved in bottling.

Special vocabulary: none

Drinking, toilet facilities: Yes

What may be observed:

Water treatment procedure--sanitation of returned bottles--product being bottled and capped--packaged ready for delivery--warehouse procedures and general production of Coca-Cola products.

VII. Dahl's -- 9 locations

Person to contact: Mr. Arthur Cox or secretary

Address: Office: 3425 Ingersoll Ave.

Telephone: 277-4491

Times for visit: Monday through Thursday 10 a.m. to noon, 1 pm to 3 pm

Advance notice: one week

Ages: all grades

Size of group: 20-30

Particular cautions: none

Special vocabulary: none

Drinking, toilet facilities: Yes

What may be observed:

The entire store, including bakery, delicatessen, produce department, meat department, luncheonette and the storage areas.

We would recommend especially our newest stores: 3710 Hubbell, 6200 S.E. 14th, but tours at any of the stores are welcome.

VIII. Des Moines Area Community College

Person to contact: Mrs. Mary Deuel

Address: 2006 Ankeny Blvd., Ankeny, Iowa

Telephone: 964-0651

Times for visit: 10:00-12:00 a.m. or 1:00-2:30 p.m.

Advance notice: prefer two weeks can be less

Ages: grades 4-6 upper elementary will benefit most

Size of group: up to 30 students

Particular cautions: Need to stay together closely,
to hear guide and for safety. Stay away from all
machines.

Special vocabulary: Helpful if students have some basic
information about the college, though we like to
have the group together for a brief orientation
prior to the tour.

Drinking, toilet facilities: Yes

What may be observed:

Laboratory and shop areas in a wide variety of
vocational and technical fields, from accounting
and computer programming to welding.

See equipment in operation.

Develop some understanding of opportunities and
requirements in the various fields.

IX. Des Moines Fire Department

Person to contact: Captain in charge of station

Address: 900 Mulberry Street

Telephone: 244-3219

Times for visit: 9:00 a.m. to 4:30 p.m. any weekday

Advance notice: one or two days

Ages: all grades

Size of group: 20-30 students

Particular cautions: none

Special vocabulary: none

Drinking, toilet facilities: Yes

What may be observed:

Complete tour of Fire station by fire department personnel.

X. Drivers License Examination Station

Person to contact: Patrolman Yount

Address: 1307 East Walnut

Telephone: 281-5932

Times for visit: Early, as close to 8:00 a.m. as possible

Advance notice: one week

Ages: all grades but the older the more they will understand

Size of group: at most 12

Particular cautions: none

Special vocabulary: What video tape is and does

Drinking, toilet facilities: Yes

What may be observed:

The new video tape testing operation

XI. East Des Moines National Bank

Person to contact: Mr. Tom Bachman, Executive Vice
President

Address: Eastgate Shopping Center, E. 14th & Euclid

Telephone: 265-1431

Times for visit: Wednesday or Thursday and in the
afternoon

Advance notice: one week

Ages: all grades

Size of group: one class at a time, please!

Particular cautions: none

Special vocabulary: none

Drinking, toilet facilities: Yes

What may be observed:

Complete operation of bank from New Account
opening, teller window operation, bookkeeping
department, timed vault, installment loan
department.

XII. First Federal State Bank

Person to contact: Donna Griffin

Address: 24th and University

Telephone: 277-6441

Times for visit: any time

Advance notice: one day

Ages: all grades

Size of group: 30 or less

Particular cautions: none

Special vocabulary: teller, deposit, vault, checks,
loans

Drinking, toilet facilities: Yes

What may be observed: Vault
Teller area and equipment
Drive-in facility
Micro-film equipment

XIII. General United Life Insurance Company

Person to contact: Walter J. Hughes, Asst. Vice
President Personnel

Address: 1400 50th, West Des Moines

Telephone: 274-3561

Times for visit: Early in afternoon

Advance notice: one week if possible

Ages: all grades

Size of group: 20-30

Particular cautions: no safety hazards involved

Special vocabulary: none required

Drinking, toilet facilities: Yes

What may be observed:

Basic office procedures - clerical functions
Computer operations - Key punch
Printing - full line print shop
The operation of one of the newest buildings in
the Des Moines area

Comments: We would like to provide some refreshments
for the children in our cafeteria if the date of
the visit and the number of children involved
could be given to us.

XIV. Goodwill Industries of Des Moines, Inc.

Person to contact: Walt Crede, Public Relations
Director

Address: 2550 East Euclid

Telephone: 265-5321

Times for visit: Monday through Friday, 9 a.m. to 3 p.m.

Advance notice: 48 hours

Ages: all grades

Size of group: up to 30

Particular cautions: Merely keep the groups united at
all times

Special vocabulary: Have them understand the meaning of
"rehabilitation," "vocational training," and the
various types of handicaps: physical, mental,
psychological, educational, social, etc.

Drinking, toilet facilities: Yes

What may be observed: Men and women with various dis-
abilities and disadvantages learning to develop the
skills and abilities of which they are capable,
preparing themselves, hopefully for gainful employ-
ment out in the community.

XV. Greyhound Lines - West

Person to contact: Mrs. Judy Ralston

Address: 505 Grand Avenue, Des Moines

Telephone: 243-5211

Times for visit: 9:30-10:30 a.m. and 1:30-2:30 p.m.
Monday-Friday

Advance notice: two days

Ages: all grades

Size of group: 15-20

Particular cautions: none

Special vocabulary: have questions

Drinking, toilet facilities: Yes

What may be observed: Offices and waiting room express room and ticket counter for inter-city bus transportation.

XVI. Inland Mills Company

Person to contact: Aubrey A. Cavey

Address: 1925 E. Grand Avenue

Telephone: 266-3121

Times for visit:

Advance notice:

Ages:

Size of group:

Particular cautions:

Special vocabulary:

Drinking, toilet facilities:

What may be observed:

We would like very much to cooperate by sponsoring student tours through our plant. However, we are sorry to advise that because of our repair and improvement program we feel it advisable to dispense with any student tours through our plant until our remodernization program is completed. It will take from 12 to 16 months to complete our program.

XVII. Iowa-Des Moines National Bank

Person to contact: Will C. Smith

Address: 6th and Walnut

Telephone: 284-8686

Times for visit: Wednesday or Thursday mornings

Advance notice: one week

Ages: all grades

Size of group: 12-20

Particular cautions: no special problems other than having children under control in customer relations areas.

Special vocabulary: necessary information will be given by our guides after arrival.

Drinking, toilet facilities: Yes, most floors

What may be observed:

Check processing
Cash vault
Computer operations

XVIII. John Deere Des Moines Works

Person to contact: Barbara Blize, Personnel Department

Address: Box 1595, Des Moines, Iowa

Telephone: 283-3968

Times for visit: 9:00 a.m. or 1:00 p.m. Monday through Friday

Advance notice: one week

Ages: must be 12 years of age

Size of group: Total size not important. All groups broken down in sub-groups of 15 for each tour guide.

Particular cautions: Safety precautions stressed. Participants should wear hard-soled shoes.

Drinking, toilet facilities: Yes

Special vocabulary: Introductory terminology in manufacturing, agricultural business, and the importance of agriculture in today's society.

What may be observed:

1. Slide presentation and general orientation to products manufactured, and company history.
2. Opportunity to observe manufacturing process from raw materials to finished products, i.e., part fabrication, assembly work, painting, warehousing, and shipping operations.

XIX. K Mart

Person to contact: Donna Decker, Personnel

Address: 7501 Hickman, Urbandale, Iowa

Telephone: 276-6712

Times for visit: Mornings 10:00-11:30 a.m.

Advance notice: 3 days

Ages: all grades

Size of group: 25 or less

Particular cautions: stay together

Special vocabulary: none

Drinking, toilet facilities: Yes

What may be observed:

1. Freight receiving
2. How we mark merchandise
3. How we display merchandise
4. How we reorder merchandise
5. Checkout procedure.

XX. McDonalds Hamburgers

Person to contact: Marty Davis - Supervisor
Address: 2540 Hubbell - 3116 Forest - 3817 E. 14th St.
Telephone: 285-9295
Times for visit: Monday or Tuesday
Advance notice: two weeks
Ages: 2nd through 6th
Size of group: 25 or under
Particular cautions: To warn the children about "HOT"
grills and fryers.
Special vocabulary: none
Drinking, toilet facilities: Yes
What may be observed: The quality, service, and
cleanliness of a McDonalds Restaurant. They may
observe production of our products.

XXI. Mercy Hospital

Person to contact: Bob Campbell
Address: 6th and University
Telephone: 284-3383
Times for visit: Weekday mornings, usually 9:30-10:30
Advance notice: one week
Ages: grades 2 - up
Size of group: maximum 25
Particular cautions: none

Special vocabulary: The need to move quietly through the hospital is important. Some advance orientation about general health care, such as roles of doctors, nurses, aides, technicians, might help.

Drinking, toilet facilities: Fountains and restrooms throughout the hospital.

What may be observed:

All public areas, plus physical therapy, lab, x-ray, a nursing station, technical services (EKG, EEG, etc.), chapel and possibly pediatrics.

Comments: Tours are normally followed by question-answer session, with cookies and other refreshments.

XXII. MID-CONTINENT BOTTLERS INC.

Person to contact: Jo Anna Schmeling - Public Relations

Address: 1675 N.E. 51st Avenue

Telephone: 266-1103

Times for visit: The third Wednesday of each month at either 9:15 a.m. or 1:00 p.m. We have only one day available each month due to the fact that we also are taking groups from civic organizations.

Advance notice: one week

Ages: fifth and sixth grades

Size of group: 35-40

Particular cautions: groups must be instructed to stay together and must have adequate chaperones.

Special vocabulary: none

Drinking, toilet facilities: Yes

What may be observed:

Pupils will observe the bottling and canning processes for carbonated beverages. They will also visit our syrup room where ingredients are mixed. There is a short question and answer period in our sales room where the students enjoy a chilled bottle of 7 Up.

The tour lasts approximately 1 hour.

XXIII. Salisbury House (Iowa State Education Association)

Person to contact: Mrs. Caroline Moon

Address: 4025 Tonawanda Drive

Telephone: 279-9711

Times for visit: Monday through Friday 8:00 a.m.-4:30 p.m.

Advance notice: at least one week

Ages: fourth grade and up

Size of group: 25 per guide maximum--possible to start 125 students at once but not desirable.

Particular cautions: driving difficult for buses after heavy snow

Special vocabulary: appreciation of original art and very old item fashioned by craftsmen of centuries past.

Drinking, toilet facilities: Limited

What may be observed: Architecture, interiors and art and armor of medieval times.

XXIV. Schmitt & Henry Manufacturing Company

Person to contact: Harold Harker

Address: 301 S.W. 8th St.

Telephone: 283-0621

Times for visit: P.M.

Advance notice: 3 days

Ages: 4th-12th

Size of group: 10-15

Particular cautions: the group must stay together
while going through the plant area.

Special vocabulary: Pupils should be told how to
recognize quality in various items and what quality
is.

Drinking, toilet facilities: Limited

What may be observed: Construction of furniture and
mattresses.

XXV. Sears Roebuck & Company

Person to contact: Robert Higgins

Address: 4000 Merle Hay Road

Telephone: 276-4911

Times for visit: morning

Advance notice: one week

Ages: 5th and 6th

Size of group: 10-15

Particular cautions: none

Special vocabulary: none

Drinking, toilet facilities: throughout the store

What may be observed: The students will observe the
merchandise as it moves through a retail business.

Chapter IV

SUMMARY AND RECOMMENDATION

I. SUMMARY

The purpose of this study was to (1) locate community resources in the Des Moines area which are suitable for field trips for the Des Moines elementary schools, and (2) organize these community resources into a guidebook for use by elementary schools.

Resources to be investigated as to suitability for elementary field trips were collected from the following sources: (1) teachers and administrators in the Des Moines schools, (2) a listing of bus trips taken by Des Moines elementary schools during 1968-1970, and (3) Des Moines telephone directory.

Those resources to be investigated were sent an introductory and explanatory letter and questionnaire adapted from one developed by Dwyer.¹

Information received from the questionnaire was used for (1) determining suitability of resource for elementary school field trips, and (2) determining the subject area placement in the resource manual.

¹Maxine B. Dwyer, "Community Resources Available for Teacher Use in the Elementary Schools of the Fort Dodge Community School District," (unpublished Field Study, Department of Education, Drake University, Des Moines, Iowa, 1965), Appendix.

The selected resources were placed alphabetically in major subject areas according to the areas in which contribution could best be made. In several instances a resource was listed in more than one area.

II. RECOMMENDATIONS

The following recommendations are made so that this guide may become more effective in helping teachers provide for their students profitable experiences outside the classroom.

Since this is only a guide representing a listing of resources presently available and suitable for field trips for elementary students, it is recommended that:

1. This guide be reviewed and brought up to date yearly.
2. Copies of this guide be placed in each elementary school in the Des Moines district.
3. This guide be a part of a total resource guide containing (a) resources suitable for field trips, (b) community resource people willing to visit classes, and (c) a listing of foreign exchange students living and studying in the area.
4. Each school add to this guide by evaluating and then listing suitable resources within walking distance of the school.

5. A study be conducted to suggest ways in which teachers in this community may use their community resources more effectively in meeting student needs and goals.

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APPENDIX

1800 Grand Avenue
Des Moines, Iowa
February ____, 1971

Dear Sirs:

The Des Moines Public Schools is preparing a guide on educational resources in the Des Moines community. In the interest of broadening our elementary school program and of making our program more meaningful to the students, a list of industries and organizations willing to have school class visits is being compiled.

Carefully planned field trips or classroom visits contribute reality to a unit of study and build common experience. They also promote a better appreciation, understanding and pride in the community in which the student lives. Your place has been recommended as one that would make a very valuable contribution to a related study unit.

Would you please complete the enclosed form? A self-addressed stamped envelope is included for returning it.

Sincerely,

EDUCATIONAL TRIP SURVEY

To be used in compiling a guide for use by elementary teachers in planning field trips and utilizing community resources for students in Kindergarten through Grade 6.

Name of Firm _____

Address _____ Telephone _____

Person to Contact _____

What might be observed by elementary pupils?

Best times for visits? _____

Amount of advance notice required _____

Age limitations _____
(such as 4-6, K-3, all grades)

Size of group desirable _____

Suggested length for visit _____

Special understandings and vocabulary children should have
before taking the trip _____

Particular cautions or safety measures to be considered
prior to and during the trip _____

Drinking and toilet facilities available _____